



JOB DESCRIPTION

Position: Teacher for NCAD-NCIS High School

Salary : Full-Time Range \$34,000.00-\$40,000.00 based on experience **Part-Time** Range prorated from full-time amounts.

Location: Holbrook, AZ

Job Type: Contracted-Full Time

Position Overview Under general supervision, undertakes and performs a variety of tasks associated with curriculum and lesson plan development and providing one-on-one and classroom setting education and related education services to students enrolled in Navajo County Accommodation District.

Preference will be given to candidates with experience working with special education and/or at-risk children and/or who possess a special education teaching endorsement. Successful applicants must also undergo and successfully complete a criminal history/background investigation (felony and misdemeanor convictions may be disqualifying depending upon the number, severity and recency) and a Credit Check.

TO APPLY:

- 1 Complete and submit application.
3. Submit letter of interest and resume.
4. Copy of current Arizona teaching certificate.
5. Return completed packet to Navajo County Education Service Agency, PO BOX 668; Holbrook, AZ 86025

Position Qualifications: A Bachelor's degree in Education, Secondary Education or closely related field; Arizona teaching certificate and three (3) years of relevant, progressively responsible teaching, instructional or closely related experience.

Work Hours: 8:00 to 4:00 Monday through Friday on scheduled days *according to the adopted calendar for 185 days.*

Teaching load: one assigned classroom, monitor computer-based curriculum, offer daily instruction for class and groups outside of the computer-based curriculum, provide at least one extracurricular class offering each quarter.

Essential Job Functions

*The following EXAMPLES OF DUTIES are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. The following provide a representative summary of the major duties and responsibilities.*

- **Collaboratively develop and/or implement a shared district/school vision and mission.**
 - Utilize the Kids at Hope philosophy and expectations for staff and students.
 - Utilize the Love and Logic program
- **Maximize time spent on quality instruction.**
 - Develops Individual learning plans that are focused on identifying and meeting individual abilities;
 - Identifies, recommends and develops general to specialized curriculum and related educational programs;
 - Develops lesson plans, tests, evaluation instruments and related items that coordinate with the AZ College and Career Ready Standards. Provides direct teaching and learning opportunities beyond the computer based instruction to students in the Navajo County Instruction for Success (NCIS)
 - Plans and presents lectures, classroom instruction; arranges for and oversees the use of appropriate visual aids, technology, supporting materials, and other items used in the teaching process; receives and reviews class assignments; awards grades and credit;
 - Identifies appropriate grade level of instruction; works with students in learning, developing educational skills and in related areas; provides group and as required, one-on-one assistance, to students.
 - Implements and supports district student rules and consequences
 - Provides behavior support and consequences
- **Works with parents, teachers, administrators, social workers, and others;**
 - Build and sustain positive relationships with families and caregivers (visibility, accessibility, verbal and written communication, timely responsiveness).
 - Build and sustain productive relationships with community partners.
 - Participates in staff meetings and professional development; represents the program in public; serves on and works with committees; promotes program and program activities within the community;
 - Coordinates with teachers, special education case manager, counselors, probation staff and administration; provides input and information regarding individual student progress, attitude, behavior and related progress.
 - Attends required student progress meetings
 - Conducts quarterly student progress meetings involving parents, probation officers, sped case manager and others as needed to discuss student progress and his/her Individual learning plan.
 - Participate in CFT (Child/Family/Team) meetings as needed

Performs other functions as assigned; performs other duties as assigned; regular and reliable attendance is required.

EMPLOYEE BENEFITS

- Arizona State Retirement System: Employees working at least 20 hours per week for 20 weeks or more
- Health/dental and life benefit premiums paid for employee

Application Procedures:

Interested parties may download the application from: <http://www.navajocountyaz.gov/schools/>

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